

NOTICE OF INTENTION (TIME-SHARE)

RE 668A (Rev. 3/01)

- Submit this package and one photocopy of page 1 hereof.
 - Attach filing fee to photocopy of page 1 hereof.

INSTRUCTIONS <ul style="list-style-type: none"> Please read Part I of RE 668 before completing this form. RE 668A is one of the forms required for a time-share subdivision public report or permit. A subdivision public report (in-state project) or permit (out-of-state project) must be obtained by the subdivider (aka sponsor) before offering for sale or lease in California any interest(s) in a time-share estate or time-share use subdivision, as those terms are defined in Section (§) 10250.1 and 11004.5(e)(1) and (2) of the California Business and Professions (B&P) Code. A separate RE 668A must be completed and fee paid for each location of a multi-site offering which is not currently covered by a California public report/permit. Refer to RE 668 Part I for more information. Please read Notice of Appeal Process on page 40. 	For Office Use Only		DATE RECEIVED
	FILE NUMBER		
	AMOUNT REQUIRED		
	\$		
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REFUND AMOUNT			
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AMOUNT TRANSFERRED		FROM FILE #	FOR INTERESTS
ACCOUNTING USE			

1. GENERAL INFORMATION

A. TYPE OF APPLICATION (CHECK ALL APPLICABLE)

☐ FINAL PUBLIC REPORT
 ☐ OUT-OF-STATE PERMIT
 ☐ CONDITIONAL PUBLIC REPORT
 ☐ OUT-OF-STATE COND. PERMIT
B. **WHEN PUBLIC REPORT IS READY:**
☐ MAIL TO SRP
 ☐ CALL SRP FOR PICK-UP

C. SUBDIVIDER INFORMATION — NAME

TELEPHONE NO. (INCLUDE AREA CODE)

BUSINESS ADDRESS

CITY

STATE

COUNTRY

ZIP CODE

MAILING ADDRESS (IF DIFFERENT)

CITY

STATE

COUNTRY

ZIP CODE

D. SINGLE RESPONSIBILITY PARTY (SRP)

TELEPHONE NO. (INCLUDE AREA CODE)

BUSINESS ADDRESS

CITY

STATE

COUNTRY

ZIP CODE

E. ATTORNEY FOR SUBDIVIDER

TELEPHONE NO. (INCLUDE AREA CODE)

BUSINESS ADDRESS

CITY

STATE

COUNTRY

ZIP CODE

F. TIME-SHARE ASSOCIATION BUDGET PREPARER

TELEPHONE NO. (INCLUDE AREA CODE)

BUSINESS ADDRESS

CITY

STATE

COUNTRY

ZIP CODE

OVERALL PROJECT INFORMATION:

- G. Will the offering include representations that the purchaser will obtain a *guaranteed* right to use and occupy accommodations or facilities at more than one geographic site? ☐ Yes ☐ No

If yes, pursuant to §11018.10 of the Business and Professions Code, the offering meets the definition of a “multi-site time-share project.” Please provide the following information along with a narrative explanation on a separate sheet of paper of the sites and accommodations included in the multi-site offering.

1. Number of living units dedicated to time-share use in this location _____
2. Total number of living units in this location, including non-time-share units _____
3. Number of living units dedicated to time-share use in all locations _____
4. Total number of living units in all locations including non-time-share units _____

Please complete the remainder of this application with information on the primary location of the multi-site offering. Submit a separate Notice of Intention and fee for each of the other locations in the multi-site offering.

- H. Is the offering a “single-site time-share project” as defined in B&P Code Section 11003.5(h) that *will be* affiliated with components sites under a contractual or membership program through a reservation system at the time the public report is issued? ☐ Yes ☐ No

If yes, please answer items 1 and 2 below.

1. Will the purchaser receive a right to reserve, on a priority basis, the use or occupancy if accommodations at this site? ☐ Yes ☐ No

If No, the offering will not qualify as a single-site time-share project., but may be filed as a multi-site time-share project.

2. Will the subdivider make reasonable arrangements to assure the following with respect to each component site?
- a. That a purchaser has contractual or membership rights to use each component site, and that if a component site is or may become subject to a blanket encumbrance, that the blanket encumbrance is or will be subordinate to these rights? ☐ Yes ☐ No
 - b. Adequate provisions exist for lien-free completion of all on-site and off-site improvements? ☐ Yes ☐ No
 - c. That, on an annual basis, the sum of the nights which time-share interest owners are entitled to use does not exceed the number of nights available for use by those time-share interest owners? ☐ Yes ☐ No
 - d. A mechanism exists to assure reasonable maintenance and operation of the component site? ☐ Yes ☐ No
 - e. Adequate provisions exist for funding the costs of operation and maintenance of the component sites, including reserves, if required, in compliance with the laws of the situs state of the component site? ☐ Yes ☐ No
 - f. Each component site is in compliance with the requirements of the situs state applicable to the qualification and sale of time-share interests in the component site? ☐ Yes ☐ No

If any answer to A–F above is NO, provide an explanation.

Pursuant to Section 11018.1(d) of the Business and Professions Code, the following disclosure is required to be provided to the purchaser of an interest in a single-site time-share associated with other component site in 10-point bold typeface prior to the execution of a binding contract.

Notice: You are purchasing an interest in a single-site time-share project only. This means that you have no guaranteed right to reserve or to use a site other than this one, which is the only site that has been qualified by the Department of Real Estate. Your ability to reserve or use another site's accommodations is limited to the availability of accommodations at that site *after* persons with higher priority have first made reservations. In addition, owners of time-share interests in the other sites will have reservation rights that may affect your ability to acquire reservations in this single-site. Further, there is *no assurance* that sites currently affiliated with this single-site time-share project will continue to be available for use in the future. Your primary expectation with respect to your purchase should be your right and ability to use your interest at this site. Your right to use other sites is *speculative* only, however, your membership in the program and payment of the related fees are *mandatory*.

I hereby acknowledge that I have read this notice regarding California Department of Real Estate public report or permit file number _____.



PURCHASER'S SIGNATURE

DATE

ADDRESS

SUBDIVIDER OR AGENT

- I. Is the offering a "single-site time-share project" as defined in B&P Code Section 11003.5(h) that will *not* be affiliated with component sites at the time the public report is issued, but *may be* affiliated with components sites under a contractual or membership program through a reservation system in the future?

☐ Yes ☐ No

If yes, the future affiliation with component sites will be a material change to the time-share offering. The public report must be amended prior to the implementing the material change. The following disclosure on the potential affiliation with component sites will appear in the public report.

Notice: You are purchasing an interest in a single-site time-share project only. This means that you have no guaranteed right to reserve or to use a site other than this one, which is the only site that has been qualified by the Department of Real Estate. The subdivider has indicated this single-site time-share project may become affiliated with other time-share projects in the future, that may or may not be qualified for sale in California.

If affiliations with other time-share project are effectuated in the future, your ability to reserve or use another site's accommodations will likely be limited to the availability of accommodations at that site *after* persons with higher priority have first made reservations. In addition, owners of time-share interests in the other sites may have reservation rights that may affect your ability to acquire reservations in this single-site. However there is *no assurance* that component sites will be available for use in the future. Your primary expectation with respect to your purchase should be your right and ability to use your interest at this site. Your right to use other sites is *speculative* only, however, your membership in the program and payment of the related fees are *mandatory*.

J. Interests to be conveyed (please check the applicable boxes)

- ☐ "Time-share estate" as defined in §11003.5(b)
☐ "Time-share use" as defined in §11003.5(c)
☐ Annual uses ☐ Biennial uses
☐ Fixed unit, fixed time ☐ Variable unit, fixed time
☐ Fixed unit, variable time ☐ Variable unit, variable time
☐ Points/symbol system (See 4 below)
☐ Other (describe) _____

1. For all offerings, please state:

- The amount of annual time to be sold per dwelling unit, in terms of weeks, days, etc. per year.
- Total number of annual time-share interests (number time-share interest per dwelling unit multiplied by total number of dwelling units dedicated to time-sharing)
- Number of biennial time-share interests per dwelling unit
- Total number of biennial time-share interests (number of biennial interests per unit multiplied by total number of units dedicated to time-sharing)
- The amount of annual time to be conveyed to the association for maintenance. (Less than one week per dwelling unit per year must be justified).

2. For time-share use offerings, please provide a narrative explanation of the term of the use rights and the method of compliance with Regulation 2812.2.

3. For time-share offerings that include the sale of points or other symbols other than time, please provide a narrative explanation of the point/symbol to be offered for sale including an accounting of the total point/symbol to time equivalency.

K. Time-share Interests Covered by this Application and Site Information:

1. Number of time-share interests to be dedicated to time-share with this application.

2. Number of living units to be dedicated to time-share use with this application.

3. Submit the following documents:

- Location map;
- Recorded maps, including tract maps, condominium maps, and condominium plans of the property in which the dwelling units are located;
- Plot plans; showing the foot prints of all improvements included in the offering;
- Floor plans.

4. Location Information

REAL PROPERTY LEGAL DESCRIPTION	
LOCATION ADDRESS	
CITY	STATE
COUNTY	COUNTRY
ADVERTISING NAME	

- a. Is the subdivision located within the city limits? ☐ Yes ☐ No

If NO, list the name of nearest city/town and the distance and direction from city/town to the subdivision.

5. The time-share units will be housed as follows:

A new structure built exclusively for time-share purposes. ☐ Yes ☐ No

A new structure built for time-share use, and commercial or other uses (i.e. hotel, motel, apartments, etc.) ☐ Yes ☐ No

An existing structure that will be converted entirely to time-share use. ☐ Yes ☐ No

A portion of an existing structure in which a portion of the structure will be devoted to commercial or other uses. ☐ Yes ☐ No

An existing condominium subdivision to be converted partially or entirely to time-share use. ☐ Yes ☐ No

A condominium subdivision to be constructed. ☐ Yes ☐ No

Other ☐ Yes (explain)

- a. Will the time-share project share a structure with a hotel, motel, or another use other than time-share? ☐ Yes ☐ No

If YES, explain.

6. a. Are units to be subdivided a portion of another subdivision? ☐ Yes ☐ No

If YES, complete the following:

NAME OF SUBDIVISION (FROM RECORDED MAP)	
TRACT NUMBER (FROM RECORDED MAP)	TYPE OF SUBDIVISION (E.G., CONDO, PLANNED DEVELOPMENT, TIME-SHARE, ETC.)
ADVERTISING NAME	

- b. Are the living units located in a subdivision on which a California public report/permit has been issued? ☐ Yes ☐ No

If YES, provide copy of public report/permit.

7. Describe the residential structures (i.e., the number of buildings, number of stories, etc.):

8. Will the time-share units share any facilities with any commercial or residential development? ☐ Yes ☐ No

If yes, please provide the following information on a separate attachment.

- Name the commercial or residential development
- Describe the shared facilities (e.g. condo or hotel building, pools, landscaping, parking, etc.)
- Explain the plans for use, maintenance and ownership of the shared facilities.
- Submit a plot plan identifying the time-share units, commercial and/or residential units, and the shared facilities.

9. List below the number and type of units that will be dedicated to time-share use at this location. (The total should agree with the response to 1K2 above.)

- On those maps/plans submitted which delineate dwelling units, outline in red or yellow ink all units covered by this application.

# OF UNITS	UNIT TYPE	SQUARE FEET (PER UNIT)
	3 bedroom	
	2 bedroom	
	1 bedroom	
	studio	
	other	
	total	

10. Please list the number and type of non time-share units at this location.

# OF UNITS	UNIT TYPE	SQUARE FEET (PER UNIT)
	3 bedroom	
	2 bedroom	
	1 bedroom	
	studio	
	other	
	total	

L. **Phasing Information** — Will there be future dedications (phases) of units for time-share use? ☐ Yes ☐ No

a. The application is for:

Check one box only. Enter 1st, 2nd, 3rd, etc., and 1, 2, 3, etc., as appropriate in the spaces provided. Do not include information on component sites of a single-site time-share project.

- ☐ 1) This is a single location, single phase time-share project.
- ☐ 2) This is a single location time-share project with multiple phases to be located on a single lot. This is the _____ phase of a _____ phase project.
- ☐ 3) This is a single location time-share to be located on multiple lots within one subdivision map. This is the _____ phase consisting of _____ lot(s) of a _____ phased time-share project.
- ☐ 4) This is a single location time-share that will be made up of multiple subdivision maps. This is the _____ phase consisting of _____ lot(s) located in the _____ map of _____ maps.
- ☐ 5) This is a multi-location time-share project. This is the _____ phase of _____ phases at the location covered by this application. Please provide an attachment with a complete explanation of the phasing, locations, and the method for allocating interests or points to the units and locations within the subdivision.

b. If YES to 2–5 above, answer the following questions:

- 1) What is the total number of time-share interests to be included in the overall project or subdivision? _____
- 2) What is the total number of dwelling units to be included in the overall project or subdivision? _____
- 3) How many time-share interests are included in the project to date? _____
- 4) How many dwelling units are included in the project to date? _____
- 5) List the interval identification numbers, dwelling unit numbers and common area lot/unit numbers for each phase.

DRE File Number	Tract Number	Phase	Interval ID numbers	Lot/Unit Number(s)	Common Area Lot #s/Letters

2. SUBDIVIDER STATUS [Master File Item]

- A. Is subdivider a California resident? ☐ Yes ☐ No

If nonresident of the State of California, submit an irrevocable consent (original and one copy of appropriate RE 608) that if any action is commenced against the subdivider in the State of California and personal service of process upon the entity or individual cannot be made in this State, a valid service may be made by delivering the Consent To Service of Process (RE 608 series) to the California Secretary of State.

- B. Is the subdivider a corporation or limited liability company organized under the laws of a state other than California? ☐ Yes ☐ No

If YES, submit a Certificate of Status for the foreign entity to transact business in California, issued by the California Secretary of State.

- C. Is subdivider a partnership or joint venture? ☐ Yes ☐ No

If YES, submit names and addresses of the members.

- D. Is subdivider a corporation or limited liability company? ☐ Yes ☐ No

If YES, submit a copy of the resolution of its board of directors/members authorizing the filing of the questionnaire.

- E. Will anyone besides the subdivider be executing any documents on behalf of the subdivider in connection with this filing? ☐ Yes ☐ No

If YES, submit a copy of the power of attorney, *or* a copy of the delegation of authority signed by the subdivider indicating who may sign on their behalf.

3. LOCATION OF SALES RECORDS

NAME OF CUSTODIAN		TELEPHONE NUMBER
ADDRESS		
CITY		
COUNTY	STATE	ZIP CODE

4. CONDITIONAL PUBLIC REPORT/PERMIT

- A. Are you requesting a conditional public report/permit? (B&P Code §11018.12; Reg. 2790.2) ☐ Yes ☐ No

If YES, Section 11018.12(f) of the B&P Code requires that a subdivider, principal, or his or her agent shall provide a prospective purchaser with a copy of the conditional report and a written statement which includes all of the following:

1. Specification of the information required for issuance of a public report.
2. Specification of the information required in the public report which is not available in the conditional public report, along with a statement of the reasons why that information is not available at the time of issuance of the conditional public report.
3. A statement that no person acting as a principal or agent shall sell or lease or offer for sale or lease lots or parcels in a subdivision for which a conditional public report has been issued except as provided in this article.
4. Specification of the requirements of Section 11018.12.

Submit a copy of the proposed statement.

- B. If you are requesting a conditional public report, provide the name and address of the neutral escrow depository where all purchase money will be impounded, pursuant to Section 11013.2(a) or 11013.4(a) of the Business and Professions Code, until such time as the final public report is furnished to the purchaser.

NAME		CODE SECTION (CHECK ONE) <input type="checkbox"/> 11013.2(A) <input type="checkbox"/> 11013.4(A)
ADDRESS (POST OFFICE BOXES ARE NOT ACCEPTABLE)		
CITY	STATE	ZIP CODE

5. **ADVERTISING AND PROMOTION** [Master File Item]

Indicate which of the following inducements or representations will be made in the advertising and marketing of time-share interests.

If the answer to any of the following questions is "yes," submit complete details concerning the programs, including all contracts and promotional material. Include details of financial arrangements such as a bond, letter of credit or escrowing developer's funds, to carry out these programs where applicable. (Also include copies in duplicate budget package.)

- A. Investment merit or appreciation potential of time-share estates or uses? ☐ Yes ☐ No

If YES, submit facts and statistics in the form of an economic feasibility report or similar research, appraisal report and samples of proposed investment representations in support of the proposed representations.

- B. Money back guarantee or repurchase warranty? ☐ Yes ☐ No

- C. Construction or equipment guarantees, including guarantees to repair latent construction defects, beyond manufacturer's warranty? ☐ Yes ☐ No

- D. Gift, free trip, discounted purchase price or similar promotional device? ☐ Yes ☐ No

- E. Program or arrangements for resale by purchasers of subdivision interests? ☐ Yes ☐ No

- F. Program or plan for leasing or renting of subdivision interests on behalf of non-occupying owners? ☐ Yes ☐ No

- G. Membership in club or association other than: 1) homeowners association, 2) an exchange program listed in response to item 1J1 above, or 3) membership which is an incidental benefit listed in response to item 1J3 above? ☐ Yes ☐ No

- H. The use or availability for use of commercial or recreational facilities, whether within or outside the boundaries of the subdivision (other than an exchange program or incidental benefit), which will be owned or controlled by an association of interest owners? ☐ Yes ☐ No

If YES, furnish complete details by attaching RE 624A.

- I. Other inducements or representations that will be part of the sales program? ☐ Yes ☐ No

- J. Will your sales program include representations in regard to the use of recreational areas and/or facilities which are not owned by the association of owners and described in item 31A (excluding benefits due to exchange programs and incidental benefits)? ☐ Yes ☐ No

If YES, attach an explanation of the conditions of use, such as memberships, conditions and fees, or other charges.

Note: All advertising must conform to Commissioner's Regulation 2799.1 and §§17537–17539 of the California B&P Code. Also, insofar as applicable, it must conform to the provisions of Commissioner's Regulation 2848.

6. TITLE/MINERAL RIGHTS

- A. Submit preliminary report signed by an authorized employee of the title company, or a title policy, that shows true condition of title for this subdivision..

1. Is the subdivider presently in title? ☐ Yes ☐ No

If NO, submit evidence of future vesting (e.g., certified purchase escrow instructions citing a specific date when escrow is to close, option agreement, etc.).

B. Mineral rights. Are there now any mineral, oil and gas reservations of record? ☐ Yes ☐ No

C. Will there be future reservations of mineral, oil and gas rights? ☐ Yes ☐ No

If YES, the sample grant deed (see item 25) must reflect these reservations.

D. Have rights to surface entry been waived? ☐ Yes ☐ No

If NO, are there any protections in the event surface entry rights are exercised? ☐ Yes ☐ No

E. Are there any restrictions of record, not including covenants, conditions and restrictions for a common interest subdivision? ☐ Yes ☐ No

If YES, submit copies of those restrictions.

F. Submit copies of deeds, grants, trusts, contract of sale, and other agreements, etc., *of record* creating reservations, restrictions, covenants, and other exceptions to title.

G. Updated preliminary title report should be *issued within 90 days* of the date of submission of the final document(s) required to complete this filing, and after recordation of the declaration of dedication.

H. Are there any leases which currently affect title? ☐ Yes ☐ No

If YES, submit a copy of all leases affecting title and include a copy in the duplicate budget package.

7. NOT APPLICABLE TO TIME-SHARE APPLICATIONS.

8. COASTAL ZONE

A. Is the project within the California coastal zone? ☐ Yes ☐ No

If YES, provide a copy of the letter notifying the Coastal commission of the subdivider's intent to dedicate the units to time-sharing.

9. USE, ZONING, HAZARDS

- A. Submit evidence to demonstrate the ability of subdivider to deliver the use and suitability of the property including:

- the habitability of the dwelling unit (certificate of occupancy),
- adequacy of the support facilities such as common or public use, central heat, utilities, elevators, facilities, and amenities incident to the use.

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- B. Is the time-share project located within a governmental jurisdiction and/or a real property subdivision in which the dedication of dwelling units to time sharing is *expressly prohibited*, either absolutely or conditionally without a permit or other entitlement? ☐ Yes ☐ No

If YES, provide a copy of the permit or other entitlement from the appropriate government agency.

If NO, provide a copy of the letter by which the subdivider has given notice of the proposed dedication to time-sharing to the appropriate local government agency.

- C. Has a request been made to the Department of Corporations of the State of California for a permit or interpretive opinion on this project? (Not applicable to out-of-state offerings.) ☐ Yes ☐ No

If YES, supply a copy of the permit, opinion, or the application on file if filing is still active.

- D. 1. What is the current zoning of the area in which this project is located?

2. Define any zoning symbols listed above.

3. Is the project in California? ☐ Yes ☐ No

If NO, furnish a letter from the local governing authority identifying the approved zoning of the subdivision.

E. Governing Agency Requirements — Out of State Offerings Only

1. Filing or registration of offering

- a. Does the *city* in which the subdivision is located require a filing or registration of your offering? ☐ Yes ☐ No
- b. Does the *county* in which the subdivision is located require a filing or registration of your offering? ☐ Yes ☐ No
- c. Does the *state* in which the subdivision is located require a filing or registration of your offering? ☐ Yes ☐ No
- d. Does the *country* in which the subdivision is located require a filing or registration of your offering? ☐ Yes ☐ No

If YES to a, b, c or d above, submit a copy of any authorization to sell, lease, or advertise, or evidence from appropriate authorities that no such authorization is required.

If NO, submit evidence from appropriate authority that no such authorization is required.

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2. Has the city, county, state or country in which the subdivision is located, denied or disapproved your offering? ☐ Yes ☐ No

If YES, submit a copy of denial or explain on separate sheet.

- F. Is the project located within two miles of any existing or proposed airports? ☐ Yes ☐ No

If YES, describe and list distance and location.

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- G. Are there any hazards or unusual conditions in or near this subdivision including, but not limited to railroads, rock quarries, open canals, toxic waste dumps, high tension wires, neighboring agricultural production, timber land productions, etc.? ☐ Yes ☐ No

If YES, describe and list distance and location.

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- H. Are you aware of any of the following: Substances, materials, or products which may be an environmental hazard such as, but not limited to, asbestos, formaldehyde, radon gas, lead-based paint, fuel or chemical storage tanks, and contaminated soil or water on the subject property? ☐ Yes ☐ No

If YES, explain.

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-
- I. Does the subject project include residential structures built prior to 1978 (do not include properties sold at a foreclosure sale or housing designated for the elderly)? ☐ Yes ☐ No

If YES, pursuant to federal Real Estate Disclosure and Notification Rule (24 CFR Part 35 and 40 CFR Part 745), the seller is required to disclose to prospective buyers that this property may contain lead-based paint and/or lead-based paint hazards as well as provide certain written materials as mandated by current law. The seller is required to offer all prospective buyers an opportunity to conduct a risk assessment for lead-based paint and lead-based paint hazards prior to being obligated under a purchase contract. This risk assessment may be waived by written agreement between buyer and seller. For more information on seller's obligations, you should contact the local office of the Environmental Protection Agency.

- J. Submit a completed RE 619 (Natural Hazard Supplemental Questionnaire).

10. FIRE PROTECTION

- A. Will this project have a fire protection agency servicing it? ☐ Yes ☐ No

If YES, provide name, address and distance from project.

NAME
ADDRESS
DISTANCE FROM PROJECT

If NO, what are arrangements for fire protection?

- B. Will this project be located in an incorporated area and be serviced by a paid public fire protection agency? ☐ Yes ☐ No
- C. Will this project be located in an incorporated area and be serviced by a volunteer or privately contracted fire protection agency? ☐ Yes ☐ No
- D. Will this project be located in an unincorporated area serviced by a fire protection agency?
- E. Is this project located outside the boundaries of California? ☐ Yes ☐ No
- F. Did you answer YES to item C, D or E? ☐ Yes ☐ No

If YES, submit a letter from the fire protection agency stating location of nearest station, distance from subdivision, what protection will be provided, and any other pertinent information they wish to provide (i.e., fire hazards existing within the subdivision and/or surrounding area, response time, staffing, and number of truck(s)).

11. SEWAGE DISPOSAL.

- A. Will *public sewers* be used for sewage disposal? ☐ Yes ☐ No
1. Are sewers installed now? ☐ Yes ☐ No

If NO, when will they be installed?

Into what sewer system will the project's sewers discharge?

NAME	TELEPHONE NUMBER
ADDRESS	

2. Is this project located outside the boundaries of California? ☐ Yes ☐ No

If YES, submit verification of sewer service from the provider, including a statement that financial arrangements for installation have been made.

B. Will *private sewers* be used for sewage disposal? ☐ Yes ☐ No

If YES, list the name, address, and telephone number of the sewer entity.

NAME	TELEPHONE NUMBER
ADDRESS	

Submit evidence of financial arrangements for installation of sewer system or verification if it is already installed.

Submit evidence of clearance by the Public Utilities Commission if project is in California, or appropriate regulatory agency if project is located outside California.

C. Will *septic tanks* be used for sewage disposal? ☐ Yes ☐ No

D. If items A, B, and C were answered NO, describe sewage disposal method to be used? [Also list appropriate names and addresses of persons or entities involved.]

E. 1. Did you answer YES to item C or D above? ☐ Yes ☐ No

2. If YES, is this a project both in California and a conversion of existing dwelling units to time-sharing? ☐ Yes ☐ No

If NO, submit a letter from local health authority stating that the sewage disposal method selected will be permitted.

12. SOILS, FILLED GROUND & GEOLOGICAL INFORMATION [Master File Item]

A. Give the name and street address of the *public agency* where information concerning soil conditions and/or filled ground, and/or geologic condition, in this project will be available. If such reports were not prepared *specific* to this subdivision, fill-in "none."

NAME OF SOIL PUBLIC AGENCY
ADDRESS
NAME OF FILLED GROUND PUBLIC AGENCY
ADDRESS
NAME OF GEOLOGICAL REPORT PUBLIC AGENCY
ADDRESS

B. Soils Report — Check applicable box:

- ☐ Conversion project — soils report not required.
- ☐ Soils report waived.
- ☐ Not applicable, if a public agency is listed in item 12A above.

C. Check applicable box:

- ☐ There will be no fill in excess of 2 feet.
- ☐ Some lots have or will have fill in excess of 2 feet.
- ☐ All lots have or will have fill in excess of 2 feet.

13. NOT APPLICABLE TO TIME-SHARE APPLICATIONS

14. WATER SUPPLIER

A. List name, address, and telephone number of supplier:

NAME	TELEPHONE NUMBER
ADDRESS	

B. Type of supplier

1. Will water supplier be a *municipality*? ☐ Yes ☐ No
2. Will water supplier be a *county water district*? ☐ Yes ☐ No
3. Will water supplier be an *irrigation district*? ☐ Yes ☐ No
4. Will water supplier be a *community service district*? ☐ Yes ☐ No
5. Will water supplier be a *state water district*? ☐ Yes ☐ No
6. Will water supplier be a *mutual water company*? ☐ Yes ☐ No
7. Will water supplier be a *public utility*? (Governed by the California Public Utilities Commission or if project is outside California governed by regulatory agency in that jurisdiction.) ☐ Yes ☐ No
 - a. If YES and project is in California, submit one verified or certified copy of "Water Supply Supplemental Questionnaire for Other Than Public or Mutual System" (PUC Form 615-4) to the Public Utilities Commission, State Building, San Francisco, CA 94102. (NOT to the Department of Real Estate.) Include the Department's file number and deputy assigned to this application.

Note: The following California water suppliers are presently exempt from the requirement to submit confirmation of PUC approval.

American Water Company	California American Water Company
California Water Service Company	Del Este Water Company
Dominquez Water Company	Great Oaks Water Company
San Gabriel Valley Water Company	San Jose Water Works
Santa Clarita Water Company	Southern California Water Company
Suburban Water Company	

- b. Is the water supplier one of the entities listed? ☐ Yes ☐ No

If NO, submit confirmation of PUC (California) or other regulatory agency (if outside California) approval to the Department of Real Estate.

8. If items 1–7 were answered NO, explain the water supply.

C. Have water lines been, or will they be, installed by the subdivider? ☐ Yes ☐ No ☐ N/A

1. Was a master geographic letter (California projects only) in effect at the time the subdivision map was conditionally approved by the city or county which covered installation of water lines? ☐ Yes ☐ No ☐ N/A

a. If NO, or if the location is outside California, *submit* a letter from the water supplier including:

- 1) A statement that financial arrangements for installation of water lines have been made.
- 2) Ample water for *normal* use and fire protection (if any) will be available.
- 3) Water will be furnished on demand, without exception, to each and every lot, OR, if there are exceptions, *list* the lots excepted and the reason(s) for the exceptions.
- 4) Water is potable.

b) If YES, did the master geographic letter indicate that domestic water to be served to residents in this subdivision is potable, and there is ample water for normal use to serve each and every lot/unit on demand and for fire protection? ☐ Yes ☐ No ☐ N/A

1) If NO, submit a letter from the water supplier including the information in 14C1(a)(2), (3) and (4).

c) *State* approximate date water system is expected to be completed. (date)

15. UTILITIES

A. Complete the following information:

NAME OF NATURAL GAS SERVICES	TELEPHONE NUMBER
ADDRESS	
NAME OF ELECTRICITY SERVICES	TELEPHONE NUMBER
ADDRESS	
NAME OF TELEPHONE SERVICES	TELEPHONE NUMBER
ADDRESS	

B. 1. Have all utility facilities been installed? ☐ Yes ☐ No

2. Is project located in California and does it meet one of the following conditions? ☐ Yes ☐ No

If YES, check the appropriate condition.

☐ a. Project is within city limits.

or ☐ b. Electric lines are directly adjacent to project; gas lines are directly adjacent to project; telephone lines are directly adjacent to project.

-
3. Did you answer NO to both items B1 and B2 above? ☐ Yes ☐ No

If YES, submit evidence of financial arrangements for installation of utility facilities and a will-serve letter from each utility supplier.

- C. If any or all of these services are not available from a public utility company, explain. Also, if any private services will be used, list names, addresses, telephone numbers and costs.

16. OFF-SITE IMPROVEMENTS.

- A. Describe all off-site improvements included in the offering such as streets, easements, drainage, sewer, etc.:

- B. Will completion of off-site improvements be covered by an agreement with the local governing body secured by a bond, cash deposit, or instrument of credit? ☐ Yes ☐ No

1. If YES, submit the agreement(s) and copy of the bond(s), instrument(s) of credit, or evidence(s) of cash deposit, (unless city or county has a current master geographic letter from a California city or county on file with the Department of Real Estate).

2. If NO, the applicant must submit evidence that adequate financial arrangements have been made for all off-site improvements included in the offering or evidence of completion.

- C. Is there a lien upon the subdivision or any part thereof which was incurred to pay for the construction of any off-site improvement which will remain after interests are sold? ☐ Yes ☐ No

If YES, list the amount of indebtedness. \$ _____

17. FLOOD AND DRAINAGE

- A. 1. If this project is in California, is there a master geographic letter on file with DRE? ☐ Yes ☐ No ☐ N/A

If NO, submit report on flood and drainage conditions from local flood control agency(ies) or similar authority.

- a. Is the project within Los Angeles or Orange County? ☐ Yes ☐ No

If YES, submit county flood letters regardless of the existence of the master geographic letter.

2. Is this project located outside of California? ☐ Yes ☐ No

If YES, submit report on flood and drainage conditions from local flood control agency or similar authority.

-
- B. Does the property lie within the flood hazard boundaries of the National Flood Insurance Administration? ☐ Yes ☐ No

If YES, submit the applicable insurance rates and coverage available from an insurance agent.

- C. Is the project located within the San Joaquin and/or Sacramento drainage districts? ☐ Yes ☐ No

If YES, submit a statement that property does not lie within the areas covered by floodway or flood plain maps of the Reclamation Board.

- D. Were you required to secure an approved application from the Reclamation Board for work within or near the channel of any stream or other areas subject to flooding? ☐ Yes ☐ No

18. SPECIAL DISTRICTS AND SPECIAL ASSESSMENT DISTRICTS [§11010(J) B&P CODE]

Section 11010(j) (B&P Code) requires you to give a true statement or reasonable estimate, if applicable, of the amount of any *indebtedness which has been or is proposed to be incurred* by an *existing or proposed special district, or assessment district* within the boundaries of which the subdivision or any part thereof is located, and which is to pay for the construction or installation of any improvement or to furnish community or recreational facilities to such subdivision and which amounts are to be obtained by ad valorem tax or assessment, or by special assessment or tax upon the subdivision, or any part thereof.

It is the intention of this question to obtain information about any taxes or assessments which will add materially to the basic tax rate. If the DRE determines this information would be material to prospective purchasers and is not adequately covered in the public report/permit with our regular "taxes" paragraph, this information will be disclosed separately.

This question covers *special districts* which will provide off-site improvements, utility and maintenance services such as water, sewer, lights, streets, drainage, etc. For example, this applies to county water districts and sanitation districts. This question also covers special assessment districts formed, or to be formed, for the purpose of financing, acquiring, constructing, maintaining or operating such off-site improvements.

- A. Will the subdivision or any part thereof be within any district described above? ☐ Yes ☐ No

If YES, submit a complete RE 624C for each such district.

19. STREETS AND ROADS

- A. Is access street all weather surfaced? ☐ Yes ☐ No

If NO, describe surface and condition.

-
-
- B. 1. Is access street into subdivision a public street? ☐ Yes ☐ No

If NO, describe and submit documentation evidencing the legal right interest owners will have to use the access street(s) (i.e., easement, etc.). Please identify the access street on map submitted with application.

C. Are there or will there be streets within the project? ☐ Yes ☐ No

If NO, go to item 20.

If YES, complete the following.

1. Have they been or will they be constructed to county/city standards for this type of subdivision? ☐ Yes ☐ No

2. Will streets within project be offered for dedication for public use? ☐ Yes ☐ No

If YES, will offer of dedication be accepted? ☐ Yes ☐ No

If NO, describe interest owners right of ingress and egress over streets within tract.

3. Have streets within project already been accepted for public maintenance? ☐ Yes ☐ No

a. If NO, will streets be accepted for public maintenance in the future? ☐ Yes ☐ No
☐ Unknown

If NO or Unknown at this time, explain under what circumstances, if any, they may be accepted in the future.

4. Are streets completed? ☐ Yes ☐ No

a. If NO, what is the present state of improvement of the streets within the tract (not graded, presently graded, asphalt)?

1) If this is a California project, is there a master geographic letter on file with DRE covering street completion? ☐ Yes ☐ No

If NO, submit evidence showing that adequate financial arrangements have been made to insure completion.

2) Is this project located outside of California? ☐ Yes ☐ No

If YES, submit evidence showing that adequate financial arrangements have been made to insure completion.

5. Is your answer to item C3 and C4 above NO? ☐ Yes ☐ No

If YES, submit a letter from an engineer who is registered in the state in which the project is located listing the standards (width, surfacing, etc.) to which roads will be constructed and giving an estimate of annual cost per linear foot for maintaining them.

D. If not accepted for public maintenance, will a road maintenance agreement be prepared? ☐ Yes ☐ No

If YES, will it be part of the covenants, conditions, and restrictions (CC&R's)? ☐ Yes ☐ No

If NO, submit a copy of proposed road maintenance agreement.

20. PURCHASE MONEY HANDLING

A. 1. Is this a time-share use offering? ☐ Yes ☐ No

If YES, what provisions will be made by the subdivider to restrict or prohibit the property from being further encumbered? *This must be supported by documentation.* (See California Code of Regulations Section 2812.2.)

2. If YES to item 20A1, state the methods to be used by the subdivider to provide that the purchaser of the time-share interest will not lose or have his interest imperiled by the foreclosure of any underlying obligations. These protections must be substantiated by documentation such as trust agreements or other financial arrangements and reference compliance to applicable regulations. Attach all such documents as an exhibit to your application.

B. Is there a blanket encumbrance now, or will there be at the time of sale or lease? ☐ Yes ☐ No

Note: As defined by §11013, a blanket encumbrance is a trust deed or mortgage or any other lien or encumbrance, mechanic's lien or otherwise, securing or evidencing the payment of money and affecting land to be subdivided or affecting more than one lot or parcel of subdivided land, or an agreement affecting more than one such lot or parcel by which the owner or subdivider holds said subdivision under an option, contract to sell, or trust agreement.

If YES, continue with item C below.

If NO, continue with item D below.

C. Which one of the following will apply if there is a blanket encumbrance? (Check one and complete information requested.)

- ☐ 1. All monies of purchaser, lessee or contract vendee will be impounded in the following escrow until proper releases are obtained from any blanket encumbrance and the time-share estate or time-share use is delivered to the purchaser or lessee (§11013.2(a) B&P Code). Acceptable escrow depositories are defined in Regulation 2791.4.

NAME OF ESCROW	TELEPHONE NUMBER
ADDRESS	

- ☐ 2. All monies of purchasers will be deposited in accordance with Regulation 2812.2(c) of the Real Estate Commissioner with the following named trustee as per enclosed proposed trust agreement. Acceptable trustees are defined in §107 of the California Financial Code.

NAME OF CORPORATE TRUSTEE	TELEPHONE NUMBER
ADDRESS	

- ☐ 3. A bond (RE 600) or blanket bond (RE 600A) to the State of California in the amount of \$_____ will be furnished to the Real Estate Commissioner pursuant to §11013.2(c) B&P Code.

- ☐ 4. A blanket bond (RE 600A) has already been furnished. Identify blanket bond number and name of surety.

BOND NUMBER	AMOUNT
SURETY COMPANY NAME	
ADDRESS	

- ☐ 5. Funds received in excess of the bond will be impounded in the following escrow or trust account, pursuant to §11013.2(a) B&P Code.

NAME	CHECK ONE
ADDRESS	<input type="checkbox"/> ESCROW <input type="checkbox"/> TRUST ACCOUNT

- ☐ 6. Other (detail):

D. Which one of the following alternatives apply, if there is no blanket encumbrance? (Check one and complete information requested)

- ☐ 1. All money of purchaser, lessee or contract vendee will be impounded in the following escrow or trust account until the time-share estate or time-share use is delivered to the purchaser or lessee (§11013.4(a) B&P Code).

NAME	CHECK ONE
ADDRESS	<input type="checkbox"/> ESCROW <input type="checkbox"/> TRUST ACCOUNT

☐ 2. Prior to issuance of the final subdivision public report/permit, a bond (RE 600) or blanket bond (RE 600A) to the State of California in the amount of \$ _____ will be furnished to the Real Estate Commissioner pursuant to §11013.4(b) B&P Code.

☐ 3. All purchasers' monies shall be deposited with the following trustee per Section 2812.2(a) of the Real Estate Commissioner's Regulation. Acceptable trustee is defined in Section 107 of the California Financial Code.

NAME
ADDRESS

☐ 4. A blanket bond (RE 600A) has already been furnished. Identify blanket bond number and name of surety.

BOND NUMBER	AMOUNT
SURETY	
ADDRESS	

☐ 5. Funds received in excess of the bond will be impounded in the following escrow or trust account, pursuant to Section 11013.4(a) B&P Code.

NAME	CHECK ONE
ADDRESS	<input type="checkbox"/> ESCROW
	<input type="checkbox"/> TRUST ACCOUNT

☐ 6. Other (detail):

E. Will there be any underlying encumbrance(s) against a dwelling unit of the project that will not be paid in full before the closing of the first escrow? ☐ Yes ☐ No

If YES, provide the following information as of a date not earlier than 90 days prior to the date of your application for a subdivision public report or permit for each encumbrance against a dwelling unit of the project that is not to be paid in full before the closing of escrow for the sale of the first time-share interest in the dwelling unit.

1. The date as of which the information is applicable.
2. Amount of the unpaid balance of the obligation(s) secured by mortgage or deed of trust.
3. Interest rate of the obligation(s) secured by mortgage or deed of trust.
4. Amounts and due dates of periodic debt service payments.
5. Date(s) on which obligation(s) is due in whole or in part.
6. Date(s) to which real property taxes and special assessments have been paid.
7. Identification of existing impound account for payment of property taxes, assessments and insurance premiums.
8. Amount of money in impound account for taxes, assessments and insurance premiums.
9. Nature and amount of any additional charges, costs or expenses paid or incurred by beneficiary of encumbrance(s) which have become a lien on the dwelling unit.

21. REAL PROPERTY SALES CONTRACTS [Master File Item]

- A. Do you intend to use real property sales contracts as defined in Section 10029 of the B&P Code? ☐ Yes ☐ No

If YES, which subsection of Regulation 2814 will you implement?

If you answered YES, what escrow will you use?

NAME	TELEPHONE NUMBER
ADDRESS	

22. EVIDENCE OF ENVIRONMENTAL IMPACT EVALUATION BY LOCAL GOVERNMENT — CALIFORNIA PROJECTS ONLY [Master File Item]

- A. Is this project a conversion of an existing structure? ☐ Yes ☐ No
1. If NO, has a Final E.I.R. been issued? ☐ Yes ☐ No ☐ NA
- a. If YES, *submit* the Notice of Determination, *and* the Summary or Findings section of the Report *and*, if any, the Statement of Overriding Considerations.
- b. If NO, *submit* a Notice of Determination and the Summary or Findings section of the draft Environmental Impact Report *or* a copy of the Negative Declaration *or* other evidence of filing of a Negative Declaration *or* a statement from the lead agency that the project is *exempt* from CEQA.

23. SAMPLE DEPOSIT RECEIPT/SALES AGREEMENT [Master File Item]

- A. Submit a copy of the sales agreement (deposit receipt) to be used, *completed in sample form*, to show the substance of a typical transaction (must be in compliance with Regulation 2791 and applicable section of the Civil Code), *signed* by the subdivider to affirm that all sales agreements will conform to the sample.
- B. Will you option, sell or lease twelve (12) or more time-share estates or uses to any one entity, rather than market individual interests to the general public? ☐ Yes ☐ No
- If YES, this is a material change *requiring* notice to the Commissioner.
- C. If a conditional public report/permit will be issued the purchase agreement must provide for the return of the entire sum of money paid or advanced by the purchaser if the final subdivision public report/permit has not been issued within six months of the issuance date of the conditional public report/permit or the purchaser is dissatisfied with the final public report/permit because of a change pursuant to Section 11012.

24. FINANCING [Master File Item]

- A. Will the subdivider assist the purchaser in obtaining financing? ☐ Yes ☐ No

-
- B. Will the subdivider be offering his own financing (i.e., subdivider taking back first, second, all-inclusive note and deed of trust, etc.)? ☐ Yes ☐ No

If YES, to either item A or B, submit completed sample copies of notes and deeds of trust, mortgages, financing statements, security agreements or other documents evidencing obligation and the security therefore, including sample maturity date and describing any “balloon payment” provisions. Use exemplar figures in all cases.

Note: If any notes and deeds of trust, mortgages or contracts of sale will be offered to the public, such offering may be governed by the Real Property Securities Dealers’ Law, Article 6, Chapter 3, Part 1, Division 4, of the B&P Code.

Indicate the instruments to be used in this offering:

List available terms and discounts for cash sales, etc.:

Note: Civil Code §§2957 and 2963, require designated written disclosures to be made regarding a transaction for the purchase of a dwelling unit for not more than four families if the transaction involves extension of credit by the vendor and there is an arranger of credit.

Note: It is recommended that subdivider obtain advice from his/her attorney as to whether or not these Civil Code sections apply to the sales program.

Note: If the answer to item 24B above is YES, continue to item C.

Note: If this offering consists of time-share right-to-use interests, answer “N/A” to items C and D.

- C. Does this subdivision include dwellings/units, each of which is for not more than four families? ☐ Yes ☐ No ☐ N/A

- D. If the response to item 24C is YES, answer the next two questions. If the response to item 24C is NO, go to item 25.

1. Will financing involve use of an “arranger of credit” as defined in Civil Code §2757(a)(1)? ☐ Yes ☐ No ☐ N/A

Note: A sales agent who does any of those things described by §2957(a) and (c) may be an arranger of credit.”

2. Is the subdivider an attorney or real estate licensee? ☐ Yes ☐ No ☐ N/A

Note: If the answers to items 24B, 24C, and 24D1 or 24D2 are YES, sales in this subdivision will be subject to the requirements of Civil Code §2963. The subdivision public report/permit will include a note to that effect.

25. CONVEYANCE OF TIME-SHARE INTERESTS [Master File Item]

A. How will the purchaser's interest be conveyed?

List the documents to be used in the transaction to convey the interests or use, such as deeds, leases, subleases, assignments, certificates, memberships, right-to-use agreements, obligations, etc. Provide copies, in exemplar form, of documents you list below:

B. What method of identifying by number or code, the individual interests being offered in each unit or class of units, will be incorporated into the time-share declaration? Submit an explanation of your system of identifying units and intervals, including reconciliation procedures, and where these provisions may be found in the time-share documents.

C. Please point out where the inventory control system is defined in the project documents. Explain how the inventory control measures assure that the total use rights which time-share owners are sold (e.g., sum of the total nights) does not exceed the total number of nights available for use by those time-share owners.

D. What mechanism will be used to assure that time-share sales will not violate the inventory control provisions (e.g., escrow company or trustee oversight)?

26. **NOT APPLICABLE TO TIME-SHARE APPLICATION.**

27. **NOT APPLICABLE TO TIME-SHARE APPLICATION.**

28. **NOT APPLICABLE TO TIME-SHARE APPLICATION.**

29. **NOT APPLICABLE TO TIME-SHARE APPLICATION.**

30. **NOT APPLICABLE TO TIME-SHARE APPLICATION.**

31. **RE 624A/COMMON AREA**

A. Submit a completed RE 624A for all common areas and common facilities covered in this application. (If a phased project, submit a separate RE 624A for each phase containing common facilities.)

B. Will facilities be open for public use? ☐ Yes ☐ No

If YES, submit an attachment/statement describing the facilities and the fees which will be charged for the use of each facility.

C. If there is a common area lot to be owned by the homeowners association on which construction will not be completed prior to conveyance to the HOA, will the subdivider provide liability insurance to protect the HOA during construction (and protection to cover individual unit purchasers in a single lot phased condominium project)? ☐ Yes ☐ No

If YES, indicate the amount: \$ _____

32. **COMPLETION OF TIME-SHARE PROJECT INCLUDING ALL RENOVATIONS [§11018.5(a)]**

Note: If Section 11018.5(a)(2)(A), (2)(C), (2)(D) or (2)(E) is chosen, management documents must comply with Regulation 2812.11.

A. 1. Are the structures containing the dwelling units complete? ☐ Yes ☐ No

If YES, submit evidence of completion and RE 639 if over six months old.

2. Are the remaining common area improvements complete? ☐ Yes ☐ No

If YES, submit evidence of completion and RE 639 if over six months old.

3. If NO to item A1 or A2, indicate estimated completion date(s) for each and select method of complying with §11018.5(a)(2) under item 32B, C, D, E, F, or G below.

4. If this is a conversion, will the units to be time-shared and/or the common or public areas be renovated or refurbished as part of the time-share program? ☐ Yes ☐ No

a. Will all renovation work be complete prior to public report/permit issuance? ☐ Yes ☐ No

1) If YES, submit evidence of completion prior to report issuance.

2) If NO, indicate estimated completion date and select method of complying with §11018.5(a)(2) under item 32B, C, D, E, F, or G below.

B. If project is located outside California, does the appropriate local agency of the situs state impose bonding (or alternative security arrangement) to ensure completion of all common area amenities within this project? ☐ Yes ☐ No

1. If YES, submit copies of security instrument and itemization of each improvement covered and its cost to complete. If security covers completion of all amenities, proceed to item 33.

C. Will subsection “2A” (bond) be used to comply with §11018.5(a)? ☐ Yes ☐ No

1. If YES, submit a completed copy of RE 611A, the proposed bond, security agreement, and escrow instructions (RE 613 may be used) for this filing.

Note: The amount of the required bond must cover the cost of all improvements, living units, and appurtenant facilities included in the offering.

2. After DRE has determined the RE 611A amounts are acceptable, submit completed and executed RE 611 bond with applicable completion agreement and escrow instructions (RE 613 may be used) and evidence of completion of any part of the project completed at that time.

D. Will subsection “2B” (special escrow instructions) be used to comply with §11018.5(a)? ☐ Yes ☐ No

If YES, include appropriate compliance wording in your sample escrow instructions and submit copy of sample escrow instructions. Acceptable wording is as follows:

This escrow shall not close, funds shall not be released from escrow, and the interest shall not be conveyed to the purchaser, until all the following conditions have been met:

a) All dwelling structures, and appurtenant facilities containing a total of _____ dwelling units have been completed and a notice of completion as defined in Civil Code Section 3093 covering all the foregoing units, lots and improvements, has been recorded; AND

b) The statutory period for recordation of all mechanic’s lien claims has expired or the purchaser or association is provided a policy of title insurance with an endorsement insuring the purchaser against mechanic’s liens.”

Note: If project is located outside California, these escrow instructions may be modified in accordance with any law that is for protection of workmen or suppliers, similar to California Mechanic Lien Laws. Submit information concerning such laws if you do not wish to follow the intent of these escrow instructions.

-
- E. Will subsection "2C" (disbursements from escrow when using the subdivider's own funds for all construction) be used to comply with §11018.5(a)? ☐ Yes ☐ No

Note: This method is rarely selected.

1. If YES, submit a copy of completed RE 611A along with proposed escrow instructions providing for a schedule of disbursements as work is completed.

Note: The amount of the construction funds must cover the cost of all incomplete improvements and residential structures.

2. Upon notification that DRE has determined the RE 611A amounts and proposed escrow instructions are acceptable, submit certified escrow instructions.

- F. Will subsection "2D" (*) be used to comply with §11018.5(a)? ☐ Yes ☐ No

- * Time-share project will be located in a phased, single lot condominium project and not all the residential units will be completed or guaranteed for completion by a bond or other security.

If YES, the following wording is acceptable in buyer's escrow instructions:

This escrow shall not close, funds shall not be released from escrow, and title shall not be conveyed to the purchaser, UNTIL ALL the following conditions have been met:

- I. All common facilities included in the project, located outside the residential structures, and the residential structures, and appurtenant facilities containing a total of _____ residential units, designated as _____ (*Building #1, #2, #3, etc.*) on Lot # _____, Tract # _____, have been completed as evidenced by a recorded notice of completion, as defined in Civil Code Section 3093 that covers all the foregoing units, lots and improvements;
- II. The statutory period for recording all mechanics' liens have expired, or the purchasers are provided a policy of title insurance insuring purchasers against mechanics' liens; and
- III. Each purchaser has received a policy of title insurance insuring purchasers of interests in Building # _____ against mechanics' liens that may be incurred due to future construction on Lot # _____, Tract # _____ by _____ (*Subdivider's Name*) or any successor in interest."

Submit evidence that arrangements have been made to assure completion of the entire project including residential structures. This could be a recognized lender's commitment to finance all the construction work for this phase and all future phases, pursuant to Section 11018.5(a)(1) of the B&P Code, or evidence that the subdivider has his own funds for completion of all development work in this phase and for future phases. The lender's commitment could have, as a condition, the construction and sale of all or some of the units in one building before providing funds for the subsequent residential building or buildings.

Note: If project is located outside California, these escrow instructions may be modified in accordance with any law that is for protection of workmen or suppliers, similar to California Mechanic Lien Laws. Submit information concerning such laws if you do not wish to follow the intent of these escrow instructions.

- G. Will subsection "2E" (alternative plan) be used to comply with §11018.5(a)? ☐ Yes ☐ No

If YES, what type of alternative plan will you be using? (Check one)

-
- ☐ 1. Letter of credit from an institutional lender.
 - ☐ 2. Other. (Describe below and submit your proposal for review)

Note: Financial guarantee instruments and completion agreements with escrow instructions are subject to DRE acceptance. DRE forms may be available.

- H. 1. Did you answer YES to item 32D above? ☐ Yes ☐ No

If YES, submit an explanation of arrangements that have been made to assure completion of the entire project including residential structures. (Such as a recognized lender's commitment to finance all the construction work pursuant to Section 11018.5(a)(1) or evidence that the subdivider has his own funds for completion of the development work.)

2. If a lender's letter is submitted, the letter shall specify the amount to be committed for construction of on-site subdivision improvements.

33. CONVERSIONS

- A. Is the time-share project a conversion of an existing structure to time-share use? ☐ Yes ☐ No

If YES, submit a completed RE 639.

34. SUBSIDY/MAINTENANCE AGREEMENT

- A. Will any of the costs of operating and maintaining common areas and providing common services be subsidized in any manner by the subdivider? ☐ Yes ☐ No

If YES, *submit* proposed method of compliance with Regulation 2812.4, Subsidization By Subdivider, including:

- 1. Financial guarantee.
- 2. Contract for subsidy and/or maintenance.
- 3. Security agreement and escrow instructions (RE 634D may be used).
- 4. Description of the accounting procedure for non-cash subsidy arrangement.

35. CONTRACTS OBLIGATING HOMEOWNERS ASSOCIATION

- A. Are there any existing or proposed contracts (other than management contracts) obligating the homeowners association? ☐ Yes ☐ No

If YES, *submit* a copy of each such contract.

36. USE OF COMMON AREAS FOR SALES

- A. Will any portion of the common area be used by the subdivider to carry out the sales program subsequent to close of the first escrow? ☐ Yes ☐ No

If YES, *submit* a copy of the agreement to be entered into with the homeowners association.

37. BUDGET AND ASSESSMENT INFORMATION

- A. Submit a duplicate budget package. Refer to RE 668 for content and set up instructions.

-
- B. 1. Are all costs of the time-share program (i.e., all of the costs of operation, management and reserves) funded by assessment of the time-share purchasers? ☐ Yes ☐ No

If NO, describe how costs are assessed. (Refer to question 54 also.)

2. What is the current annual budget? \$ _____

Discuss below the adequacy of the sum to support the operation at the same scale as provided in the offering, including reserves, repairs, and replacements.

3. What charges will a purchaser be obligated to pay as the proportionate share of the operating costs of the time-share offering and of the project as a whole, including the supporting facilities such as central heating and cooling plants, elevators, and other common or public areas? \$ _____

Attach support documentation and proposed budgets. Use RE 623.

In a multi-site project submit budgets affecting all costs .

4. Will there be concurrent time-share and commercial operation in the project? ☐ Yes ☐ No

If YES, provide an overall budget of the cost of maintenance, operation and reserves for those facilities to be mutually shared and the method of reasonably apportioning those costs per Regulation 2812.7 and agreement or contract relating thereto.

5. Provide as an exhibit, an inventory of the furniture package, kitchen package, linen package, appliances, floor coverings, window and wall treatments. Include any other personal property the purchaser is to obtain an interest in, or will be supplied, or have the use of as part of the offering, such as boats, cars, skis, etc.

For budgetary purposes and management of the project, include the cost and useful lives if the items are to be new. If used, define their age, remaining useful life, and cost to replace. This should be included with the exhibit under item 5 above.

-
6. After DRE has determined the budget is acceptable, submit a copy of bond or other security device and instructions to escrow depository for compliance with §2812.3.
 7. Submit a statement from the county assessor or other appropriate government agency, indicating the method by which time-share dwelling units will be assessed and the tax rate to be improved. (Include a copy in the duplicate budget package.)

38. INFORMATION ON FUTURE PHASES

Does not apply to the addition of future locations to a multi-site project.

- A. Is this project or location to be phased with subsequent phases to be completed? ☐ Yes ☐ No

If YES, submit a proposed time-share budget for the project for each annexation of a future phase that is planned to occur within the next three years. Use RE 623. Separately tab each budget as item 38A.

- B. If YES to item A, does the map for this phase show proposed future phases? ☐ Yes ☐ No ☐ N/A

If NO, submit a map of the entire project/location with proposed phases delineated.

- C. Has a California final public report/permit on a previous phase(s) been issued? ☐ Yes ☐ No ☐ N/A

1. If YES,

- a. Was the final public report/permit for the prior phase issued 18 months ago or longer? ☐ Yes ☐ No ☐ N/A
- b. Has at least one escrow in the prior phase been closed for at least one year? ☐ Yes ☐ No ☐ N/A

2. If YES to items 38C1a and 38C1b, submit;

- a. A copy of the most recent financial report of the Association.
- b. A copy of the most recent budget.
- c. A statement from the association showing the dollar amount of past due assessments, if any, for the most recent time period available, including information pertinent to the developer's payment of assessments.
- d. A reserve analysis. (If this is not available, submit financial reports for last three years or from start-up, whichever is less.)
- e. State the date (month and year) of the most recent DRE budget review. (If uncertain, check the maintenance and operational expenses section of the most recently issued final public report/permit for this project.) (date)

39. PURCHASERS ESCROW INSTRUCTIONS

- A. Submit a copy of escrow instructions completed in sample form to show the substance of a typical transaction. Buyer's instructions must include the following:
1. Escrow instructions must provide for return of all purchase monies to a nondefaulting buyer in the event escrow does not close on a reasonable date; i.e., three months, six months, or nine months up to a maximum of one year, which time frame must be specified in the instructions.
 - a. If a conditional public report/permit will be issued, also provide for the return of the entire sum of money advanced by the purchaser if a final subdivision public report/permit has not been issued within six months of the date of issuance of the conditional

public report/permit or the purchaser is dissatisfied with the public report/permit because of a change pursuant to Section 11012.

b. If a conditional public report/permit will be issued, also provide that no escrow will close, funds will not be released from escrow, and the interest contracted for will not be conveyed until a current final public report/permit for the subdivision is furnished to the purchaser.

2. In addition, they shall provide that the escrow is not to be closed and funds are not to be released from impound until the time-share estate or time-share use has been conveyed to the purchaser, free and clear of any blanket encumbrance (except for funds covered by any purchase money bond posted pursuant to §§11013.2(c) or 11013.4(b) B&P Code) or funds have been delivered to the trustee in conformance with Regulation 2812.2.

3. Compliance with a subsection of §11018.5(a)(2) B&P Code, as applicable.

4. Escrow instructions must be signed with original signatures (not copies) of the escrow officer or his designee and the subdivider or his designee, certifying that all escrow instructions will conform to the sample.

B. Subdivider's interest in escrow holder.

Does the owner, subdivider, or agent have any interest in the escrow company? ☐ Yes ☐ No

If YES, what is the interest held? (check one)

☐ Officer ☐ Manager ☐ Director ☐ Stockholder
☐ Other:

40. CONVEYANCE OF COMMON AREA [§11018.5(d)]

A. Will any common area be conveyed to the homeowners association in this filing/phase? ☐ Yes ☐ No ☐ N/A

1. If YES, submit *one* of the following three items: (check box)

- ☐ A recorded grant deed accompanied by evidence of lien-free title.
- ☐ A trust agreement providing for conveyance to trust for the homeowners association.
- ☐ Irrevocable escrow instructions certified by both escrow officer and subdivider which state that no escrow for the sale of a subdivision interest will close until conveyance of the common area to the association has occurred, free of all liens and encumbrances, and which state that a policy of title insurance *will* be issued showing title free and clear of all liens and encumbrances, including an endorsement against future liens if the statutory periods for mechanics' and materialmen's liens have not expired, *along with* a copy of the executed and notarized grant deed conveying title to the homeowners association.

B. List lots/units which ☐ *will be* ☐ *have been* conveyed to homeowners association in this filing.

41. REGULATION 2812.3 — ASSESSMENT GUARANTEES

Submit the proposed financial guaranty, security agreement and escrow instructions (RE 643C may be used) to be used as evidence of compliance with Regulation 2812.3 to guarantee subdivider's share of assessments for maintenance and operational expenses.

- A. After DRE has determined that the Association's budget is acceptable, *submit* the executed security agreement and escrow instructions, and a copy of the financial guaranty.

42. MANAGEMENT

- A. Who will provide administrative management services to the time-share project? (reservations, etc.)

1. Will the management agent offer any services or use rights for off-site facilities separate from any other use rights affiliated with this project (excluding exchange programs and incidental benefits) listed in response to item 1J1 or 1J3? ☐ Yes ☐ No

If YES, explain.

- B. Who will provide on-site management for maintenance, check-in/out, etc.?

- C. What is the relationship between any of the managing agents and the subdivider?

- D. 1. Provide copies of all management agreements which have not been previously deemed acceptable by the Department and submit all agreements which have been amended since acceptance.
2. Submit a copy of the errors and omissions insurance for each managing agent or evidence that none is available per Regulation 2812.8(a)(12).
3. Submit format of the fidelity bond for each management agent per Regulation 2812.8(a)(11). Evidence of issuance must be provided prior to public report/permit issuance.
4. Describe management of the time-share project in terms of physical location of the manager's quarters, and whether the manager will be located on-site or off-site. If off-site,

describe the degree of accessibility to the manager by the interest owners/time-share association at all times — day or night.

43. GOVERNING INSTRUMENTS

- A. Submit a completed Regulation Check Sheet (Time-Share) (RE 648A) for each set of governing documents being submitted which have not been previously deemed acceptable by the Department. (Not applicable to affiliated components of single-site projects.)

44. ARTICLES OF INCORPORATION [Master File Item]

- A. Have the articles of incorporation for the time-share association been deemed acceptable by the Department under a previous filing designated as a “master file”? ☐ Yes ☐ No
1. If YES, have there been any changes or amendments to the documents which were previously deemed acceptable by the Department subsequent to issuance of the most current public report/permit? ☐ Yes ☐ No
- a. If NO, it is not necessary to submit duplicates of documents which were previously deemed acceptable by the Department; enter “M. File” in Part II for this item.
- b. If YES, submit the amended pages of the previously accepted documents, red-lined to show changes.
- B. Provide copy of proposed and/or existing articles of incorporation for the time-share association which has not been previously deemed acceptable by the Department. (Not applicable to affiliated components of single-site projects.)

45. BYLAWS [Master File Item]

- A. Have the bylaws for the time-share association been deemed acceptable by the Department under a previous filing designated as a “master file”? ☐ Yes ☐ No
1. If YES, have there been any changes or amendments to the documents which were previously deemed acceptable by the Department, subsequent to issuance of the most current public report/permit? ☐ Yes ☐ No
- a. If NO, it is not necessary to submit duplicates of documents which were previously deemed acceptable by the Department; enter “M. File” in Part II for this item.
- b. If YES, submit the amended pages of the previously accepted documents, red-lined to show changes.
- B. Provide copy of proposed and/or existing bylaws for the time-share association which have not been previously deemed acceptable by the Department. (Not applicable to affiliated components of single-site projects.)

46. RULES & REGULATIONS [Master File Item]

- A. Have the rules and regulations for the time-share association been deemed acceptable by the Department under a previous filing designated as a “master file”? ☐ Yes ☐ No
1. If YES, have there been any changes or amendments to the documents which were previously deemed acceptable by the Department, subsequent to issuance of the most current public report/permit? ☐ Yes ☐ No
- a. If NO, it is not necessary to submit duplicates of documents which were previously deemed acceptable by the Department; enter “M. File” in Part II for this item.
- b. If YES, submit the amended pages of the previously accepted documents, red-lined to show changes.
- B. Provide copy of proposed and/or existing rules and regulations for the time-share association which have not been previously deemed acceptable by the Department. (Not applicable to affiliated components of single-site projects.)

47. DECLARATION [Master File Item]

- A. Have the declaration of covenants, conditions and restrictions for the time-share association been deemed acceptable by the Department under a previous filing designated as a “master file”? ☐ Yes ☐ No
1. If YES, have there been any changes or amendments to the documents which were previously deemed acceptable by the Department, subsequent to issuance of the most current public report/permit? ☐ Yes ☐ No
- a. If NO, it is not necessary to submit duplicates of documents which were previously deemed acceptable by the Department; enter “M. File” in Part II for this item.
- b. If YES, submit the amended pages of the previously accepted documents, red-lined to show changes.
- B. Provide copy of proposed and/or existing declaration for the time-share association which has not been previously deemed acceptable by the Department. (Not applicable to affiliated components of single-site projects.)
- C. Has title to the living units in the time-share project been conveyed or will it be conveyed to a trust? ☐ Yes ☐ No
- If YES, provide a copy of the trust agreement.
- D. If the offering involves occupancy of units on a first reserved, first served basis, will there be provision for rental of dwelling units not timely reserved for occupancy by a time-share owner? ☐ Yes ☐ No
- If YES, reference by document/page number which entitles association to rental proceeds in conformance with Regulation §2812.9.

48. SUBORDINATION

If the dwelling units in the time-share estate project will be subject to a blanket encumbrance and the dwelling units will not be conveyed to a trustee pursuant to Regulation 2812.2(c), the subdivider must offer individual releases from the blanket encumbrance for each time-share estate and must submit evidence of subordination of the blanket encumbrance to the recorded time-share restrictions.

- A. Will both individual releases for each time-share estate and subordination be furnished? ☐ Yes ☐ No

If YES, check appropriate box below and submit evidence indicating how these encumbrances will subordinate to recorded restrictions.

- ☐ 1. Executed and recorded subordination agreement(s).
- ☐ 2. Recorded declaration of restrictions including signed subordination thereto, by beneficiary of encumbrance.
- ☐ 3. Copy of signed subordination agreement(s) to be recorded with executed escrow instructions stating that no escrows will close until the attached subordination agreement(s) are recorded.
- ☐ 4. Other (attach explanation)

- B. If NO to item 48A, will all blanket encumbrances against the property be retired prior to the close of the first escrow? ☐ Yes ☐ No

If NO, your answer to item 48A should be "yes."

49. DECLARATION OF ANNEXATION/SUPPLEMENTAL DECLARATION OF COVENANTS, CONDITIONS & RESTRICTIONS

- A. If this is a subsequent phase of a phased project, will a declaration of annexation or supplemental declaration of covenants, conditions & restrictions be utilized? ☐ Yes ☐ No ☐ N/A

If YES, *submit* a copy of proposed document. (Refer to restrictions of record to determine time period for annexation of this phase.)

50. DOCUMENTS TO BE FURNISHED TO PURCHASERS IN ADDITION TO FINAL SUBDIVISION PUBLIC REPORT/ PERMIT

- A. Will the subdivider provide the following documents to purchasers prior to close of escrow?

1. Declaration of dedication ☐ Yes ☐ No
2. Bylaws and articles of incorporation of the association ☐ Yes ☐ No
3. Rules and regulations ☐ Yes ☐ No
4. Time-share operating budget ☐ Yes ☐ No
5. Management agreement ☐ Yes ☐ No
6. Copies of any leases ☐ Yes ☐ No
7. Management documents of any common interest subdivision to which the time-share instruments are subordinated. ☐ Yes ☐ No

Note: If the subdivider decides not to furnish the above documents, the Department of Real Estate

will insert a "special note" in the public report/permit dealing with the materiality of such information.

- B. Will the subdivider provide copies to the time-share board of all management documents of any common interest subdivision to which the time-share instruments are subordinated? ☐ Yes ☐ No

51. NOT APPLICABLE TO TIME-SHARE APPLICATIONS

52. NOT APPLICABLE TO TIME-SHARE APPLICATIONS

53. RIGHTS, PRIVILEGES, BENEFITS

- A. Does the offering include an "exchange program" which is a method, arrangement or procedure for the voluntary exchange of the right to use and occupy accommodations and facilities among purchasers of time-share interests or other property interests, wherein the purchaser's total contractual financial obligation is less than three-thousand dollars (\$3,000) per time-share interest, other than any assignment of rights pursuant to a reservation system? ☐ Yes ☐ No

If YES, provide responses and exhibits under A1-A13 below.

1. Exchange Company

NAME
ADDRESS

2. Submit a copy of the form of agreement between the exchange company and the purchaser.
3. Submit a copy of any materials which will be used in promoting the exchange program.
4. Does the exchange company or any of its officers or directors have any legal or beneficial interest in the developer, seller, or managing entity for any time-share project participating in the exchange program? ☐ Yes ☐ No

If YES, identify the project and the nature of the interest.

5. Is the purchaser's participation in the exchange program dependent upon the continued affiliation of this time-share project with the exchange program? ☐ Yes ☐ No

If YES, please explain:

6. Describe the terms and conditions of the purchaser's contractual relationship with the exchange program and the procedure by which changes thereto may be made.

-
-
-
-
7. Describe the procedures necessary to qualify for and effectuate exchanges under the exchange program.

8. Under the exchange program, are exchanges arranged on a space-available basis? ☐ Yes ☐ No

9. Under the exchange program, are any guarantees of fulfillment of specific requests for exchanges made? ☐ Yes ☐ No

10. Under the exchange program, may an owner of a time-share interest, in dealing with the exchange program, lose the right to use and occupy an accommodation of a time-share project during a reserved use period with respect to any properly applied for exchange without his or her being provided with substitute accommodations by the exchange program? ☐ Yes ☐ No

If YES, please identify the circumstances under which the owner might lose this right.

-
-
-
-
11. Describe the standard fees for participation by owners in the exchange program.
-
-
-
-

12. May any of the fees described in A11 above be altered by the exchange company? ☐ Yes ☐ No

If YES, under what circumstances may such alterations be made.

13. Please submit the name and address of the site of each accommodation or facility included within the exchange program. If the exchange company publishes a directory which provides such information, submission of a copy of the directory will suffice.

B. Does the offering include “incidental benefits” in which there is an accommodation, product, service, discount, or other benefit, other than an exchange program, which is offered to a prospective purchaser of a time-share interest prior to the end of the rescission period set forth in B&P Code Section 11024, the continuing availability of which for the use and enjoyment of owners of time-share interests in the time-share project is limited to a term of not more than five years? [Refer to B&P Code Section 11003.5(e)] ☐ Yes ☐ No

If YES, please describe each incidental benefit, including any user fees or costs associated therewith, and any restrictions upon use or availability.

1. If the reply to B above is YES, complete B1a–1c below.

a. Will the continued availability of any incidental benefit for the use and enjoyment of owners of time-share interests be necessary in order for any accommodation or facility which is not an incidental benefit to be used, occupied, or enjoyed by the owners in a manner consistent in all material respects with the plan of use and enjoyment set forth in the time-share documents or represented by or on behalf of the subdivider, in writing in a purchaser’s purchase contract, in the permit, or in any advertisement or promotion, or otherwise? ☐ Yes ☐ No

If YES, provide an explanation. If yes, these benefits may not qualify under B&P Code Section 11018.9.

b. Will the use of or participation in any incidental benefit by an owner of a time-share interest be completely voluntary, and payment of any fee or other cost associated with the incidental benefit be required only upon that use or participation? ☐ Yes ☐ No

If NO, provide an explanation. If no, these benefits may not qualify under B&P Section 11018.9.

c. Will any costs of acquisition, operation, maintenance, or repair of any incidental benefit be passed on to purchasers of time-share interests in the time-share project as common expenses of the time-share project? ☐ Yes ☐ No

If YES, provide an explanation. If yes, these benefits may not qualify under B&P Section 11018.9.

Note: Any benefits which do not qualify under B&P Code Section 11018.9 will be considered part of the time-share offering subject to Sections 11018 and 11018.5.

C. Describe all rights/privileges/benefits purchasers will receive, other than listed above, whether by deed, conveyances, leases, subleases, assignments, declarations of restrictions, articles of incorporation, bylaws or contracts. This includes, but is not limited to, exchange club memberships, exchange rights, discounts, memberships in clubs or associations which are not controlled by the time-share owners within this project, any users of facilities which are not a part of this project, etc., (except for exchange programs or incidental benefits as described in 53A and 53B above). Submit all documents, contracts, agreements, and promotional information related thereto.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

54. PERSONAL PROPERTY

- A. Indicate who will own the personal property within the units or within the project and incident to the purchasers' use.

NAME
ADDRESS

- B. How will the interest purchasers receive title or assured use of personal property during the term offered? Explain and provide a copy of the documents.

- C. Are there any liens against the personal property referred to above? ☐ Yes ☐ No

Explain, including any unrecorded seller's liens or leases or other form of lien.

55. EXISTING COMMON INTEREST SUBDIVISION

- A. Are the dwelling units in this time-share project part of a condominium or other common interest subdivision? ☐ Yes ☐ No

If YES, provide the following information or documents and include in the duplicate budget package:

1. Proposed or existing governing instruments for the common interest subdivision including articles of incorporation, bylaws, declaration, rules & regulations. Include completed Regulation Check Sheet (RE 648). RE 648 not needed in duplicate budget package.
2. Copies of all contracts or proposed contracts obligating the owners association of the common interest subdivision if the subdivision is one for which a California public report has not been issued.
3. If applicable, agreement of developer to subsidize common area maintenance and owners association operations for the common interest subdivision if the subdivision is one for which a California public report has not been issued.
4. Financial arrangements to assure performance of the subsidization agreement, if applicable.
5. If the owners association is formed and functioning, submit the most recent balance sheet, annual operating statement and budget of the common interest subdivision.

6. Are 15% or more of the association assessment accounts delinquent in excess of 60 days? ☐ Yes ☐ No

If YES, explain.

-
7. If the owners association is not currently functioning, submit a detailed pro-forma budget reflecting estimated costs of ownership, maintenance and operational expenses and reserves for the common interest subdivisions.
8. Financial arrangements to assure fulfillment of subdivider's obligation to pay assessments for unsold subdivision interests if the common interest subdivision is one for which a California public report/permit has not been issued.
9. Is the time-share project located within a condominium or other common interest subdivision whose governing instruments prohibit the dedication of units to time-sharing either absolutely or conditionally? ☐ Yes ☐ No

If YES, explain.

If YES, has the underlying common interest subdivision instituted any action to restrict the use of facilities or regulate time-sharing through enforcement or other legal proceedings? ☐ Yes ☐ No

If YES, explain and provide a copy of the letter by which the subdivider has given notice of the proposed dedication of units to time-sharing to the owners association of each common interest subdivision of which a dwelling unit of the time-share project is a part.

56. PERMITTEE AND ESCROW AGREEMENTS [Master File Item]
Out-of-State Offerings Only

Submit executed RE 626D and 656A.

CERTIFICATION

I/We hereby certify under penalty of perjury that the statements contained in this subdivision questionnaire and application and any supplement thereto for a public report/permit constitute my/our intention to sell or lease subdivided lands, and that the statements, together with any documents submitted herewith, are full, true, complete and correct; and that I am the owner of the time-share interests herein described or will be the owner at the time the time-share interests are offered for sale or lease to the general public — or that I am the agent authorized by such person to complete this statement (if agent, submit written authorization to act as agent).

- Note:**
- Verification made outside the State of California must be certified by a notary public.
 - Prior to signing, review all answers submitted. Errors or omissions must be corrected and initialed by the subdivider(s).
 - If an agent will be submitting documents to Department of Real Estate on behalf of the subdivider, the subdivider must provide written authorization to that effect.

SIGNATURE OF SUBDIVIDER ➤		DATE
PRINTED NAME OF SUBDIVIDER	CAPACITY	
NAME OF CORPORATION, LLC, PARTNERSHIP, ETC.		
BUSINESS ADDRESS		
CITY	COUNTY	STATE
SIGNATURE OF SUBDIVIDER ➤		DATE
PRINTED NAME OF SUBDIVIDER	CAPACITY	
NAME OF CORPORATION, LLC, PARTNERSHIP, ETC.		
BUSINESS ADDRESS		
CITY	COUNTY	STATE

NOTICE OF APPEAL PROCESS

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 801 K Street, Suite 1918, Sacramento CA 95814-3520, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.